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Operations and Services

Marine and Coastal Weather Services, NWSPD 10-3

MARINE ZONE CHANGE PROCESS

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Date

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1. Introduction. This procedural instruction describes the process for requesting, coordinating and implementing changes to marine zone maps and marine zone listings filed in the National Weather Service (NWS) Directives System (NDS).
2. Types of Marine Zone Map and Marine Zone Listing Changes. Three different types of marine zone map and marine zone listing changes are described below.
 - 2.1 Corrections for Errors on Marine Zone Maps and in Marine Zone Listings. These changes are necessary to correct errors, or any errors of omission, found on marine zone maps and in marine zone listings in *NWSI 10-302, Marine and Coastal Services Areas of Responsibility*.
 - 2.2 Changes to Marine Zone Boundaries. Changes to marine zone boundaries involve the movement of current marine zone boundaries, the creation of new marine zones, or the deletion of existing marine zones.
 - 2.3 Changes to Marine Zone Names and Codes. Changes to marine zone names and codes result from the correction of errors or other justifiable needs to modify a marine zone name or code.
3. Change Request Procedures and Levels of Approval.
 - 3.1 Weather Forecast Office (WFO) Responsibility. Each WFO is responsible to initiate the change request for all coastal or Great Lakes marine zones in its area of responsibility. In addition, a WFO also issuing offshore and/or high seas forecasts is responsible to initiate the change request for all offshore and/or high seas marine zones in its area of responsibility. Submit the change request (via e-mail, facsimile, or hard copy) to the respective Regional Meteorological Services Division (MSD) Chief after coordinating with customers.

The change request will contain:

1. Any errors found on marine zone maps and in marine zone listings, and proposed corrections.
2. A written justification for any change to marine zone boundaries. If necessary for clarification, include a clearly labeled map depicting the changes to marine zone boundaries.
3. A written justification for any change to marine zone names and code. If necessary for clarification, include a clearly labeled map depicting the names and codes. Assign a unique zone number to all newly created zones.

To encourage early collaboration, WFOs should also send an early notification of changes by email to their regional marine program leaders as early as possible before submitting the formal change request.

- 3.2 NWS Regional Headquarters Responsibility. NWS regional headquarters are the points of contact for all change requests received from their respective coastal and Great Lakes WFOs, and WFOs with offshore and high seas responsibilities. The MSD Chief is responsible for reviewing requests (e.g., ensuring sound reasoning and adequate justification) and verifying any

errors. The MSD Chief forwards the requests (via email, facsimile, or hard copy) to the Marine and Coastal Weather Services Branch Chief in Office of Climate, Water, and Weather Services (OCWWS) at NWS Headquarters.

To bring OCWWS into early collaboration, the MSD Chief or regional program manager should also send an early notification of changes to the OCWWS Branch Chief as early as possible before forwarding the formal change request.

If the zone change requires public notification, the regional program manager (upon appraisal from OCWWS that the change is approved) submits a draft Public Information Statement (PNS) Service Change Notice to the Marine and Coastal Weather Services Branch Chief. Public notification is required for changes that involve changes to marine zone boundaries or marine zone names and codes. These changes require at least 120 days notification prior to implementation.

3.3 NWS National Center for Environmental Prediction (NCEP) Center Responsibility. Each NCEP (national) center issuing offshore and high seas forecasts (Ocean Prediction Center or Tropical Prediction Center) is responsible to initiate the change request for all offshore and high seas marine zones in its area of responsibility. The national center Forecast Branch Chief submits the change request (via e-mail, facsimile, or hard copy) to the Marine and Coastal Weather Services Branch Chief in OCWWS at NWS Headquarters. See section 3.1 for what is contained in the change request.

To encourage early collaboration, the national center Forecast Branch Chief should also send an early notification of changes by email to the OCWWS Branch Chief as early as possible before submitting the formal change request.

If the zone change requires public notification, the Forecast Branch Chief (upon appraisal from OCWWS that the change is approved) submits a draft Public Information Statement (PNS) Service Change Notice to the Marine and Coastal Weather Services Branch Chief. Public notification is required for changes that involve changes to marine zone boundaries or marine zone names and codes. These changes require at least 120 days notification prior to implementation.

4. NWS Headquarters Roles and Responsibilities. The NWS Headquarters offices that are involved with the marine zone change process include: the Office of Climate, Water, and Weather Services (OCWWS), the Office of Science and Technology (OST), the Office of Operational Systems (OOS), and the Chief Financial Officer/Chief Administrative Officer (CFO).

4.1 Office of Climate, Water, and Weather Services (OCWWS). OCWWS has the responsibility to ensure maps and zone listings are updated as necessary, and is the final approving authority for all marine zone related changes and subsequent updates to ***NWSI 10-302, Marine and Coastal Services Area of Responsibility***. Approval is granted in coordination with the Marine and Coastal Weather Services Branch Chief. OCWWS should acknowledge marine

zone change requests from regional headquarters and national centers within 15 business days of receipt.

The Marine and Coastal Weather Services Branch Chief, or designate, is the NWS Headquarters focal point for the overall marine zone change process. The Marine and Coastal Weather Services Branch Chief, or designate, coordinates with several offices within NWS Headquarters, regional headquarters, National Centers for Environmental Prediction (NCEP) centers (includes OPC and TPC) and depending upon the required changes, may correspond with involved WFOs. Specifically, the Marine and Coastal Weather Services Branch Chief, or designate, is responsible for the following:

- a. Coordinating the details of all marine zone related changes with other NWS Headquarters elements;
 - b. Ensuring that any changes made by other NWS Headquarters elements are timely, accurately, and correctly formatted;
 - c. Maintaining accurate records for all marine zone map and listing changes;
 - d. Processing the PNS Service Change Notice submitted by the appropriate regional headquarters or national centers and making sure these issuances are distributed to NWS customers within the specified time frame;
 - e. Ensuring that all updates to *NWSI 10-302, Marine and Coastal Services Areas of Responsibility* are posted, and as up-to-date as feasible; and
 - f. Coordinating with other entities such the U.S. Coast Guard.
- 4.2 Office of Science and Technology (OST). OST has the responsibility to modify the Geographic Information System (GIS) map shapefile. The revised shapefile is posted to the AWIPS Map Database Catalog for public access, placed on the NOAA1 secure server, and converted to a border point file. OST transmits a notice via AWIPSINFO indicating that the revised marine zone map has been posted to the AWIPS Map Database Catalog, and transmits a “notification of change” e-mail to OOS and the Marine and Coastal Weather Services Branch Chief in OCWWS.
- 4.3 Office of Operational Systems (OOS). OOS is responsible for tasking individuals with specific assignments to make the required marine zone map and/or zone listing changes.
- 4.3.1 OOS Zone Listing Change Procedure. OOS modifies the zone listing files using standard NWS word processing software. The revised files are attached to an e-mail and sent to the Marine and Coastal Weather Services Branch Chief, or designate, in OCWWS for review. Once approved, OOS posts the modified marine zone listing files to the appointed server in (.PDF) format.

- 4.3.2 OOS Zone Map Change Procedure. OOS uses GIS compatible software to make the marine zone map revisions. Once approved, OOS posts the updated maps to the appointed server in (.JPG) and (.PDF) formats for viewing and printing. An experimental interactive marine zone map is also updated to reflect marine zone map changes. All zone maps must be clearly labeled with the date of the most recent revision. A “notification of map posting” e-mail is then sent to the Marine and Coastal Weather Services Branch Chief, or designate, in OCWWS, and the Chief Financial Officer/Chief Administrative Officer (CFO) focal point.
- 4.4 Management and Organization Division of the Chief Financial Officer/Chief Administrative Officer (CFO3). The CFO focal point is responsible for updating ***NWSI 10-302, Marine and Coastal Services Areas of Responsibility*** on the NDS website. The CFO focal point should contact the Marine and Coastal Weather Services Branch Chief, or designate, in OCWWS when the website update is complete.